

HAWAII DEPARTMENT OF AGRICULTURE – PESTICIDES BRANCH
ACTION PLAN: CASE DEVELOPMENT PROGRAM (Update)
August 25, 2016

ITEM:	PROBLEM AREAS IDENTIFIED:	SOLUTIONS:	Updates	TIMELINE:
CASE FILE REVIEW – BACKLOG Backlog of over 700 cases; some since 2008. (729 cases) <ul style="list-style-type: none"> • (Ideally 1 month to close cases without CPs.) • Ideally no cases open for 6 months. 	Insufficient resources to review cases and process/issue enforcement actions; W/N, NOV, CP's	<ul style="list-style-type: none"> • Increase no. of case developer positions from current 2 to 4. • Request 2 additional positions In next legislative session. • Use of 89 day hires. • Hired dedicated deputy attorney general. (Delanie Prescott-Tate) • EPA contractor to provide assistance to HDOA with backlog of cases 	<ul style="list-style-type: none"> • 232 cases open; 167 with c. developer; 61 complaints. 2011-2 (1 complaint) to be combines with more recent Warning Notices • 2012- 44 (20 complaints, 11 are basil) • 2013- 37 (6 complaints) • 2014- 23 (7 complaints, 5 civilian) • 2015- 42 (17 complaints) • 2016- 19 (10 complaints) • ~65 With Deputy AG office) AG (2011)- • Currently settling 5 CPs covering 8 of the 167 cases. • 519 cases closed in 2016 	<ul style="list-style-type: none"> • In 2017 Legislature – submit request for additional 2 case developer positions. • Ongoing - monitor progress in reducing backlog • EPA Contractor to assist case development Sept or Oct 2016
	Case review process.	<ul style="list-style-type: none"> • Develop protocol to prioritize review of case jackets • Identify by inspection type and develop priority listing. • Develop tracking system 	<ul style="list-style-type: none"> • Developed tracking system to log in when case comes in to Case Developer. Temp. until Infor system is operational. • Color code tabs to ID complaint cases. High priority • High level episodes always takes top priority. • 	<ul style="list-style-type: none"> • Ongoing – monitor progress in reducing case review time. • Infor system in place by end of Dec 2016.
	Need additional “enforcement action tool”.	<ul style="list-style-type: none"> • Consult with Nevada SLA for “enforcement ticket” (ET) template and protocol. 	<ul style="list-style-type: none"> • HDOA Deputy Attorney General working on format. • Also propose a temp. one for now. 	<ul style="list-style-type: none"> • Jul – Oct 2016; develop E.T. protocol by Deputy AG. • Need approval by State Judge to use. • Nov 2016; Training to staff.

				<ul style="list-style-type: none"> Nov - Dec- Incorporate use.
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	Need clerical resources to process closed cases	<ul style="list-style-type: none"> Use 89 day hire to assist with processing files 	<ul style="list-style-type: none"> One 89 day hire left Pesticides Branch on 8/5/2016. 	<ul style="list-style-type: none"> Ongoing - monitor progress
UIPA REQUEST	Numerous and sporadic requests for information via Uniform Information Practices Act (UIPA). Takes away time for Case Developer and others to perform routine work functions	<ul style="list-style-type: none"> Hire 2 additional case developers Use 89 day hire to assist with processing UIPA requests 	<ul style="list-style-type: none"> 89 day hire processing UIPA requests. Request in with HR to hire Case Developer position 	In 2017 Legislature – submit request for 2 additional case developer positions.
CONTENT OF INSPECTION JACKETS	Inspector's narratives <ul style="list-style-type: none"> may be too short narrative may be vague at times when describing investigation or inspection have to send back to inspector for correction or additional documents 	<ul style="list-style-type: none"> Ask Deputy AG and case developer to provide training and guidance to enforcement personnel on how to improve narrative writing. Refer inspectors to re-read FIFRA Manual – section on report writing and proper documentation. 	<ul style="list-style-type: none"> Deputy AG working on narrative report writing – Nov workshop. Frequency of training every 6 months. 	<ul style="list-style-type: none"> Ongoing - monitor progress
INCREASE NO. OF INSPECTORS	<ul style="list-style-type: none"> Insufficient no. of inspectors state wide. Need approval from state legislature to create positions. Hiring process slow. 	<ul style="list-style-type: none"> Request of 2014 state legislature for more inspector positions. No. of positions increased from 6 to 11. 	<ul style="list-style-type: none"> 6/1/2016 Kauai Inspector hired (Derrick Albert) 8/1/2016 Oahu Inspector hired (Rose Lunasco) One 89 day hire in Hilo has State Inspector credentials. 	<ul style="list-style-type: none"> Ongoing recruitment for additional positions; 2 Oahu (#6,#7) 2 Hawaii Island #16, #18) 1 Maui (#95) 1 indiv no show for Oahu Enf. Interview on 8/23/16. New list received for Oahu Enf 8/24/2016

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VACANT CASE DEVELOPER POSITION (Backfill vacant case developer position)	<ul style="list-style-type: none"> Tory, (2nd C.D.) is on T/A in this position. Have requested to fill Avis' position since Feb. and need to fill 1st, before Tory's position can be open for hire. HDOA personnel department backlogged in hiring` 130 vacant positions. This position is currently not a high priority to fill. 	<ul style="list-style-type: none"> Upper management determines ranking to fill positions. Encourage Plant Division Administrator to move up position in hiring list. 	<ul style="list-style-type: none"> Case Developer hiring is ranked #17 on priority list out of 116 positions. 	<ul style="list-style-type: none"> ~ September 2016 expect announcement to hire. Monitor progress through personnel department

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ACTION PLAN: CHEMICAL ANALYSIS LABORATORY (CAL)

August 25, 2016

ITEM:	PROBLEM AREAS IDENTIFIED:	SOLUTIONS:	UPDATE	TIMELINE:
AWAITING ENVIRONMENTAL SAMPLES – BACKLOG <ul style="list-style-type: none"> (Ideally 2 – 3 week turn around) 	<ul style="list-style-type: none"> Awaiting lab analysis of environmental samples. Experience backlog of 10 months to run samples due to failed equipment. Replace old LC/MS equipment Secure back up lab. Staff shortage Cross training of CAL staff 	<ul style="list-style-type: none"> Purchase new LC/MS. Secure contract with CA Dept. of Food and Ag Lab for services. Send out certain samples to CA Dept. of Food and Ag Laboratory until backlog has ended. Provide monthly status update to Program Manager on samples pending analysis. 	<ul style="list-style-type: none"> Nearly caught up with sampling. 2015 (1) Run for red nectar in bee honeycomb. Can only run for 2 of 30 actives. Will run when has list.of 30 bee actives. 2016 (12 samples to run. Will complete lab analysis by end of August 2016. Have draft MOU with CA Dept. of Food and Ag Lab for chemistry analytical services. Need to finalize MOU perhaps in September. To renew LC/MS warranty 	<ul style="list-style-type: none"> Since April 2016 - In discussion with CA Dept. of Food and Ag Laboratory on MOU. Finalize in Sept – Oct. 2016. Wait until 2017 legislative session to submit lab technician or additional chemist position. Ongoing – monitor progress..